Payroll Administration File: As-Is PR-09 Manual Checks.vsd Process: Sub-Process: PR-09 Manual Checks **Date:** 8/23/2005 Prepared By: IBIS Project Team **Page:** 1/2 Agency Payroll Complete Check Received in Perform Manual Allocate Pay to Supplemental Key Data into WiSMART Need for Manual Obtain Voucher Proper GL Agency Payroll ► Calculation for Pay Request Form Check Identified Number Account Codes and Benefits Agency Finance Check Received in Agency Finance Controller Check Printed in Send Check via State State Controller's Interdepartmental Office Mail to Agency Finance Agency Systems **Update Agency** Generate Voucher Systems Number WiSMART **Process Manual** Check Run

Payroll As-Is PR-09 Manual Checks.vsd Process: File: Sub-Process: PR-01 Manual Checks **Date:** 8/23/2005

Page: 2/2

